

Adopted 2-26-92
Amended 3-25-92
Amended 3-28-07
Amended 9-21-11

FNSB Platting Board
RULES OF ORDER

The Fairbanks North Star Borough Platting Board has hereby adopted and established the following rules to govern the conduct of its business. These rules are adopted pursuant to FNSB 2.39.050(D).

GENERAL

- Rule 1. The Platting Board shall adopt rules for the conduct of its meetings. Except where stated otherwise in these rules, questions of procedure for the Platting Board shall be governed by Robert's Rules of Order (most current edition) and in particular by Section 49 thereof (Boards).
- Rule 2. The staff of the Department of Community Planning shall act in an advisory and support capacity to the Platting Board and shall review all applications to it. The Planning Director or his designee shall be secretary to the board (2.39.040 B). He shall not vote but shall have the privilege of the floor.
- Rule 3. The Chairman or a quorum of the Board may call a special meeting (2.39.050 B).
- Rule 4. Five members shall constitute a quorum (2.39.050 C).

ELECTION

- Rule 5. At the January meeting each year (2.39.040 A), the Platting Board shall elect from its membership a Chairman and Vice Chairman. Nominations shall be submitted in writing to the Recording Secretary. The Planning Director or his designee shall preside over the election. The election shall be held by secret ballot at the close of nominations, with voting for the Chairman being completed before that for the Vice Chairman. If no candidate receives a majority vote, a run-off election(s) shall be held between the top two candidates.

DUTIES OF THE CHAIRMAN AND VICE CHAIRMAN

- Rule 6. The duties of the Chairman and Vice Chairman include, but are not limited to, the following:
- a. Presiding at Platting Board meetings (2.39.040 A).
 - b. In the presence of a quorum, convening the Platting Board at the time appointed for the meeting.
 - c. In the absence of a quorum, rescheduling the meeting.

- d. Securing approval of the minutes of the preceding meeting.
- e. Conducting the business set forth on the agenda.
- f. Preserving order and decorum.
- g. Signing and authenticating official documents of the Platting Board when required.

Rule 7. If both the Chairman and Vice Chairman are absent, the Planning Director or his designee shall assist the Board in selecting an Acting Chairman.

ATTENDANCE

Rule 8. Regular and punctual attendance at Platting Board meetings is expected. The Platting Board may request the mayor to replace any member whose absences are excessive (2.39.030 D.1, 2).

Rule 9. If a member will be late to a meeting, he shall advise the Platting Secretary of his estimated time of arrival.

Rule 10. If a member will be absent, he shall notify the Platting Secretary as early as possible.

MEETING SCHEDULE

Rule 11. The Platting Board shall hold a regular meeting at least once a month. (2.39.050 A).

Rule 12. Meetings shall begin promptly at the scheduled time. If the meeting is unavoidably delayed, the audience shall be informed of the problem and the anticipated time of beginning.

Rule 13. The Chairman or a majority of those members present may call for a recess of specific duration.

Rule 14. The meeting shall adjourn by 11:00 p.m. unless extended by a majority vote.

AGENDA

Rule 15. An agenda shall be prepared by the Department of Community Planning.

Rule 16. The agenda may be amended by a majority vote of the Platting Board members present.

Rule 17. Approval of the consent agenda approves by a single action all items designated as being on that agenda. Prior to approval of the consent agenda, anyone may request that an item be returned to the regular agenda.

CONSIDERATION OF BUSINESS

- Rule 18. If there is not time to hear all agenda items, those not considered will be taken up at a reconvened meeting or placed on the agenda for the following regular meeting, at which time they will be heard prior to more recent applications.
- Rule 19. Any business not on the agenda shall be heard under the appropriate Comments portion of the agenda.
- Rule 20. Public comment concerning any agenda item that has been postponed will be heard when the item is scheduled for action.
- Rule 21. Any person may be heard during public testimony on an agenda item; however, the Chairman need not allow immaterial and redundant comments.
- Rule 22. Public testimony will be limited to three minutes per person. The applicant or applicant's representative will be allotted six minutes at the beginning of the public hearing for presentation of the application and three minutes for rebuttal following other testimony. The Chair may grant additional time on complex issues.
- Rule 23. Any material presented for consideration during public testimony shall be retained in the case file.

MOTIONS

- Rule 24. A motion is required for any action taken by the Platting Board.
- Rule 25. A motion is required when a variance has been requested by the applicant.
- Rule 26. A motion shall require a second.
- Rule 27. Motions shall be made in the affirmative.
- Rule 28. When a motion is to be voted upon, it shall be restated or read aloud by the Chairman.

VOTING

- Rule 29. Roll call vote will be required in the following cases:
- a. Variance from the requirements of Title 17.
 - b. Vacation of public right-of-way.
 - c. Objection by Platting Board member to any motion on the floor.
 - d. Vote requested by staff of Platting Board member.
 - e. Public opposition to an issue.

- Rule 30. Unless excused by the board, every member present shall vote. Any member requesting to be excused from voting should do so before discussion on the item is begun. He may be asked to make a brief statement as to the reason for making such a request. The Board shall rule on the request.
- Rule 31. Voice vote upon any question shall be "Yes" or "No" and shall be recorded in the minutes. The Chairman shall vote last.
- Rule 32. Unless otherwise stated, all actions shall require only a majority of those present and voting.

FINDINGS OF FACT

- Rule 33. The Board shall adopt Findings of Fact if it does any of the following
- a. Denies an application.
 - b. Imposes conditions opposed by the applicant.
 - c. Grants approval over the opposition of any person or agency.
 - d. Grants a variance.

POSTPONEMENT

- Rule 34. No item shall be postponed indefinitely.
- Rule 35. If an applicant wishes postponement beyond the statutory 60-day limit, he must submit a written request for extension of time [A.S.29.40.110(a)].
- Rule 36. If a motion to postpone has been approved, no further action may be taken on the matter before the scheduled hearing date without first passing a motion to reconsider.
- Rule 37. Interested parties must be notified if an earlier hearing is to occur.

RECONSIDERATION

- Rule 38. Any decision may be reconsidered unless something impossible to reverse has resulted from the decision or unless reconsideration would be to the detriment of those who have reasonably relied on the decision. However, any unexecuted action may be reconsidered.
- Rule 39. A notice of reconsideration may be made only by a member who voted on the prevailing side. Unless reconsideration is to take place before adjournment, notice must be given in writing by the close of business on the following workday. A decision to reconsider at the same meeting may not be made after any interested party has left the meeting.
- Rule 40. The member filing for reconsideration shall explain his reasons.

- Rule 41. Prior to reconsideration of an item, a vote must be taken on the motion to reconsider. If the motion passes, the item is then brought to the floor.

AMENDMENT OF RULES

- Rule 42. These rules may be amended by vote of the majority of the Platting Board membership.

SUSPENSION OF RULES

- Rule 43. These rules may be suspended for a time definite by vote of the majority of those present and voting. Suspension is limited to one meeting unless approved by a majority of the entire membership.

CONFLICT OF INTEREST (2.39.060)

- Rule 44. See FNSB code 2.21.190 for conflict of interest requirements.

/b